



## Minority and Women's Business Enterprises Newsletter – October 19, 2005



### PERSONAL TAX FORMS POLICY FOR CERTIFICATION APPLICATIONS

If your business income is reported on your personal taxes you will be required to submit your Personal Income Taxes along with your application for certification. If the IRS requires your firm to submit separate business taxes, and you do not report any business income on your Personal Income Taxes, you could submit a CPA Letter in lieu of sending in your Personal Income Taxes. The required wording of the CPA Letter can be found on our website. The letter must be notarized and prepared by a Certified Public Accountant (CPA). For a sample letter – please click [here](#).

### PREVIOUS SOLICITATION DOCUMENTS AVAILABLE FOR PREPARATION OF RFP RESPONSES

If there was a previous solicitation for an anticipated or current Request for Proposal (RFP), the Indiana Department of Administration Procurement Division will identify the PREVIOUS SOLICITATION NUMBER.

Potential bidders may request copies of the documents and proposals submitted in response to the PREVIOUS SOLICITATION in preparation for responding to the current solicitation. Don't miss out on taking advantage of this valuable resource!

### SUBCONTRACTING BY A DUALY CERTIFIED FIRM MAY COUNT IN ONLY ONE CATEGORY IN EACH STATE PRIME CONTRACT PARTICIPATION PLAN

Q. If my firm is certified as an MBE and a WBE can a Prime Contractor receive credit for our participation in each category?

**A. NO – As a certified firm with dual certification – you would need to claim one certification status for each project. A Prime Contractor must meet the participation goals for the other certification category with another certified firm.**

**Committed to  
Participation**